

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Streets and Landfill Closure Manager	Job Family: III
General Classification: Management	Job Grade: 26

Definition: To plan, organize, direct and coordinate the activities of the Streets and Postclosure Landfill Maintenance Section, including street construction, maintenance and repairs; to coordinate the Streets and Postclosure Landfill Maintenance Section activities with other divisions and departments; and to provide highly complex staff assistance to the Assistant Public Works Director (Public Services).

Supervision Received and Exercised: Receives general direction from the Assistant Public Works Director (Public Services); exercises direct supervision over assigned clerical, technical and supervisory personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of departmental goals, objectives, policies and procedures.
2. Manage, direct and organize street services and postclosure landfill maintenance activities, including construction, maintenance and repair.
3. Direct, oversee and participate in the development of the Street and Postclosure Landfill Maintenance Work Plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Prepare the section budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
5. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
6. Represent the division at professional groups and related committees; staff committee as necessary.
7. Coordinate Streets activities with other divisions and departments; participate in department and staff meetings.
8. Monitor and ensure compliance with consultant contracts.

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9. Research, compile and analyze technical studies and reports; prepare staff reports on project and recommendations related to division activities.
10. Respond to complaints from the public; develop and implement solutions to complex and sensitive technical and public relations situations.
11. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of street and postclosure landfill maintenance construction and maintenance; principles of landfill gas, leachate extraction, landfill sealings and regulatory agency requirements; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; budgeting procedures and techniques; principles and practices of safety management; and principles and practices of supervision, training and personnel management.

Ability to: Organize, direct and implement a comprehensive Streets and Postclosure Landfill Maintenance Program; prepare and administer a budget; supervise, train and evaluate personnel; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible experience in street maintenance or postclosure landfill maintenance, including two years of supervisory responsibility. Training equivalent to an Associate's degree from an accredited college or university with major course work in construction management, business or public administration or a related field.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Established December 1994

Revised September 2007

CLASS SPECS/CS055-M^